

2006-2007 TOUR DIRECTORY

Application for Artists & Ensembles

Description The Virginia Commission for the Arts supports touring by performing artists and ensembles within the state. Virginia-based performing artists may apply to be considered for inclusion in the *2006-2007 Tour Directory*. If selected, an artist or ensemble will be allocated a set dollar amount to help support the tour. Not-for-profit organizations, schools, or government agencies in Virginia are eligible to request touring assistance funding. Touring activities eligible for subsidy are restricted to those listed in the Commission's *2006-2007 Tour Directory*. Funding is awarded to the presenter (sponsor), not to the touring artist(s).

Deadline The completed and signed application, supporting materials and appropriate sample of current work by the artist or ensemble must be received by the Commission office on or before **5:00 p.m., April 1, 2005**, for the touring season of July 1, 2006 to June 30, 2007. This is not a postmark deadline.

Eligibility & Review Criteria Eligible applicants include Virginia performing artists and ensembles. Applications from artists or ensembles are evaluated on:

- 1) artistic excellence
 - 2) effective management
 - 3) availability of similar touring programs in the state
 - 4) cost effectiveness of the proposed tour
 - 5) evidence of presenter interest in the proposed tour
 - 6) the impact of the proposed tour on the career of the touring artist or ensemble
-

Application & Payment Procedures The artist or ensemble submits a complete application, supporting materials and sample or current work to the Commission. Applications and all materials must be received by the published deadline. The *Tour Directory* Advisory Panel will review the applications, supporting materials and samples of work and make recommendations to the Commission. The Commission will make the final decision on the artists and ensembles to be included in the *2006-2007 Tour Directory* and reserve a block of funds for each artist or ensemble. Decisions will be announced in June, 2005. By November, 2005, the Commission will distribute the *2006-2007 Tour Directory* with information about artists and ensembles eligible for touring support and descriptions of their touring program. Activities eligible for tour subsidy include the services described in the *2006-2007 Tour Directory* which take place outside of the home area of the touring artist(s).

The Commission will begin accepting touring assistance applications from presenters (sponsors) for the touring season of July 1, 2006 to June 30, 2007, on March 15, 2006. Applications submitted before that date will be returned. Presenters submit an application for touring support, including a copy of the signed contract with the touring artist or ensemble, to the Commission. Applications must be received by the Commission at least four weeks prior to the event and no later than December 1, 2006. The Commission awards touring assistance grants to presenters of a particular artist or ensemble on a first-come, first-served basis from the allocation set aside for that artist or ensemble. Generally, grant award notification letters are mailed to the presenter two weeks after the Commission receives and approves a presenter's completed application.

If an artist or ensemble listed in the *2006-2007 Tour Directory* books a tour and uses all of its original allocation by December 1, 2006, it may book additional performances and encourage presenters to apply to the Commission's "wait list" on a first-come, first-served basis for funds which have gone unused by other artists or ensembles. It is the responsibility of the artist/ensemble to explain that there is no guarantee of funding in this situation. After December 1, 2006, the Commission will pool any uncommitted touring funds and award them to presenters on the "wait list" or other presenters which apply to support activities of eligible artists/ensembles.

Note: Artists or ensembles awarded an allocation of \$25,000 or greater may not receive any additional support through the "wait list."

ARTIST APPLICATION for the 2006-2007 TOUR DIRECTORY

VIRGINIA COMMISSION FOR THE ARTS

223 Governor Street
Richmond, VA 23219
804-225-3132 (Voice/TDD)
804-225-4327 (Fax)
www.arts.virginia.gov (URL)

Applicants should read the current Guidelines for Funding as well as the Certification of Assurances and Grant Conditions in order to ensure compliance with all of the conditions. In signing the application form, applicants agree to comply with all of these conditions.

Please provide the information requested below in the order listed. Send the completed, signed application and all supporting materials to the Commission at the mailing address above. The application and all required supporting material must be received by the Commission on or before **5:00 p.m., April 1, 2005**. The Commission does not accept applications via facsimile transmission or other electronic means (e.g. e-mail). Original signatures are required. Submit the original of your responses to #'s 1-15 with ONE SET of the items requested in #'s 16-19. In addition, please provide **15 collated and stapled photocopies** of your responses to #'s 1-15. Do not use 3-ring binders, pocket folders, sheet protectors or bind the materials or sheets.

Please type the following on 8½" x 11" white paper (front only) using 12 point or larger type, standard margins, single-spaced. Do not bind the original or photocopies of the application and supporting materials, insert materials or photocopies in folders, or use 3-ring binders or plastic sheet protectors. Do not attach special cover sheets.

Provide the following information in the format described and in the order listed:

Type **Artist Application for the 2006-2007 Tour Directory** at the top of page 1 followed by the -

1. **name** of the touring artist(s) or ensemble
2. **street and mailing address** for the artist or ensemble, including city, and zip code
3. **telephone number, fax number, e-mail address, and web address** for the artist or ensemble
4. **contact person name** and title (artist, manager, agent, tour coordinator, general manager, etc.)
5. **contact person's mailing address, telephone number and e-mail address** (if different from the artist or ensemble)

NOTE: The contact person should be familiar with the information provided in the application and all supporting materials and should be able to answer questions about the application.

6. **amount requested** from the Commission (the amount requested cannot exceed 50 percent of the total fees to presenters for all services; the total request cannot be greater than 50 percent of the total income listed in item #10.)
7. **fee (or range of fees) for each service** (a service is 1 concert, performance, workshop, lecture/demonstration or other program)
8. **available dates** for touring (during the touring season of July 1, 2006 through June 30, 2007)

NOTE: Include any limitations on availability.

continued on next page

Begin page 2 with -

9. **a description of the work of the artist or ensemble and services to be toured** (including a brief a history of the ensemble or a biography of the artist(s), the title and description of each of the services to be toured and the primary audience for each of the services)

This narrative description of the history of the ensemble, biography of the artist and description of each service may not exceed two pages. Additional pages will be discarded.

NOTE: Each solo artist and each member of a small ensemble must attach an up-to-date résumé. This information will be used by the *Tour Directory* Advisory Panel in making recommendations for the 2006-2007 *Tour Directory*.

The information below should follow the up to 2-page narrative description and must include -

10. **a projected tour budget for 2006-2007** (list projected expenses and income separately, balance the income and expenses, and include the number of services by type (workshop, performance, lecture/demonstration, master class, etc.)

- ! Tour expenses include artistic and technical salaries, travel, marketing, shipping and transportation, royalties, administrative overhead
- ! Tour income includes fee(s) paid to the artist or ensemble by the presenters, funding raised specifically to underwrite the tour (if any), and other funding from an ensemble’s general operating budget (if any)
- ! Number and type of services include the projected number of performances, workshops, lecture/demonstrations, master classes, etc.

11. **a statement of income and expenses for 2004-2005** (income and expense figures for all 2004-2005 touring activities)

12. **a list of Virginia presenters for 2004-2005** (list all Virginia presenters, including Commission-funded and non Commission-funded activities, and the fee paid to the artist or ensemble by each presenter scheduled for the July 1, 2004, and June 30, 2005, touring season)

13. **a résumé or brief biography of the manager/agent/tour coordinator** (attach an up-to-date résumé or biography of the person(s) responsible for booking the tour and indicate his/her title or position relative to the ensemble, individual artist or tour)

14. **evidence of presenter interest and critical reviews** (written endorsements of previous touring engagements, letters indicating presenter interest, and critical reviews)

15. **the signature** of the artist or the authorized representative/agent of the ensemble or artist

Contact Person/Authorized Representative Name (please type)

Title (if applicable)

Contact Person/Authorized Representative Signature

Federal Employer I.D. # (if any)

ATTACHMENTS (attach ONE SET of the following items to the original of your responses to #'s 1-15):

16. **Tour Directory information sheet & description of services.** Provide the information requested in the *2006-2007 Tour Directory* Information Sheet (see the following), including the typed description of the services (including topics and titles of workshops, concerts, etc.) offered to presenters. Provide up-to-date contact information, fees to presenters, dates of availability, primary audience(s) and technical requirements. The description will be edited by the Commission.

17. **I.R.S. letter granting tax-exempt status** (for ensembles/organizations only) If applicable, provide a photocopy of the notification letter from the Internal Revenue Service that demonstrates the ensemble's tax-exempt status.

18. **8" x 10" black/white photograph & SASE.** Enclose one 8" x 10" black/white, high resolution photograph. Place the name of the artist or ensemble on the back of the photograph. Identify the photographer and the production (if applicable). If the artist or ensemble is selected for inclusion, this photograph will be used in the *2006-2007 Tour Directory*. A self-addressed stamped envelope must be provided with the application or the Commission cannot return the photograph.

19. **Appropriate sample of current work documenting the artistic quality of the artist or ensemble & SASE.** Provide an audio cassette, CD, or VHS video with a cue sheet describing the selection to be viewed/heard. The recording must be cued to the selection to be heard/viewed. Specify which selection on a CD, if applicable, should be played. Provide a brief description of each selection the panel will view or hear. The panel will view/listen to up to 5 minutes. If several styles of work are offered, the recording may be edited to include five 1-minute segments demonstrating different work. A self-addressed stamped envelope must be provided to ensure the return of the video tape, audio cassette, CD. Samples of work cannot be returned unless a SASE is provided.

NOTE: Artists currently listed in the *2005-2006 Tour Directory* will receive a letter from the Commission describing the materials and supporting documentation that must be provided with the application.

Tour Directory Information Sheet

Please type the following on white 8½" X 11" paper in the order listed. Use 12 point or larger type, standard margins, single-spaced, front only. Use no more than 2 8½" x 11" sheets. Please keep in mind the contact person(s), mailing address, telephone number (including area code), e-mail address, web address, fee(s), availability, technical requirements and primary audience information will be included in the *2006-2007 Tour Directory* as provided. The description of concerts, workshops, performances will be included as well and edited as needed. Please limit the description to between 300 and 350 words.

1. **Artistic discipline.** Indicate the artistic discipline under which the artist or ensemble should be listed: Dance, Multi-Discipline, Music, Opera, or Theatre. Artists or ensembles must select one discipline.
2. **Name and title of contact person.** Provide the name and title of the person representing an artist or ensemble presenters should contact.
3. **Name of the artist or ensemble.** Name as it should appear in the *2006-2007 Tour Directory*.
4. **Street & mailing address.** Provide the mailing address of the contact person listed above.
5. **Telephone number(s).** Provide the telephone number(s) for the contact person listed above.
6. **Fax number.** Provide the fax number for the contact person listed above.
7. **E-mail address.** If applicable, provide the e-mail address for the contact person and/or artist.
8. **Web address.** If applicable, provide the web address for the artist management, artist or ensemble.
9. **Fee for each service.** Using the following format, list the title of and fee for each service. Please note whether travel, *per diem*, accommodations, etc., costs are included. The fees below should agree with the fees listed on the application. A range of fees is acceptable, if preferred.

Title of Service (title of concert/workshop/lecture)	Fee (or range of fees)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

10. **Other fee-related information.** List special rates, discounts, etc. (*i.e.* block-booking discounts, rates for schools or under-served audiences, etc.) offered to presenters. Indicate if the fees are negotiable.
11. **Dates available.** Provide information regarding any restrictions regarding your touring availability. If available throughout the touring season of July 1, 2005 through June 30, 2006, indicate by typing:
Throughout the year
12. **Primary audience.** Provide audience information for the services (all ages, elementary or secondary students, college students, adults, special groups, etc.). Please specify the grade level(s) for students.
13. **Technical requirements.** If applicable, describe technical requirements (tuned piano, sound and/or lighting systems, tables, chairs, etc.)

14. Description of programs, workshops, lecture/demonstrations to be included in the Tour Directory. Identify and describe the services offered for touring. Brief biographical information may be included as well, but presenters are interested primarily in the concerts, workshops, etc. Artists and ensembles can send promotional materials and other details to presenters upon request. Limit the description to between 300 and 350 words. Please type and use 12 point or larger type. Use 1 sheet of white 8½" X 11" paper, standard margins, single-spaced, front only. Attach the description to the sheet with your responses to #'s 1-13 of the *2006-2007 Tour Directory* Information Sheet.

NOTE FOR ARTISTS/ENSEMBLES IN THE CURRENT DIRECTORY: Artists listed in the Commission's current *Tour Directory* may wish to use the same description that appears in the current directory rather than providing a new description of services. If so, please include specific instructions to use the same narrative text following your response to #13.

Tips on Preparing an Application for Inclusion in the Tour Directory

The criteria upon which the application and sample of work will be evaluated are described in the *Guidelines for Funding* and on the instruction page of the application.

Artistic quality is the first criterion upon which the applicant will be judged therefore:

- ! a high-quality recording of recent work must be provided;
- ! the artist, manager, ensemble must cue the videotape or audio recording to the 5-minute section the panel will hear and/or see. If an audio cassette or a CD is received sealed in plastic, the first 5 minutes of the first track will be played. If an audio or video recording is not cued, the panel will see and/or hear the first 5 minutes of the recording;
- ! a cue sheet must be provided which describes the work(s) or excerpt to be heard/seen. The cue sheet should indicate where and when the recording was made if it is from a live performance;
- ! recordings may be edited to demonstrate different performance styles; however, presenting less than 1 minute of each selection will not do justice to the work;
- ! the type of work proposed in the application should be demonstrated in the sample of work if at all possible. Applicants should give careful thought to the selection of work the panel will see and hear; and
- ! even though the panel will not judge the production quality of the videotape or recording, the work should be presented in a professional format.

New applicants must submit an "intent to apply" letter by January 15. This intent to apply notification should include a schedule, including dates, times, and locations, for performances taking place between the end of January and the first of May. The Commission staff will attempt to schedule a site evaluator visit to a performance but will not guarantee such evaluations. These artists/ensembles should submit a complete application to the Commission by April 1, 2005. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail). Applications must be received by 5:00 p.m., April 1, 2005.

NOTE: Artists/ensembles listed in the current *Tour Directory* will be notified by the Commission by the first of February what application materials will be required by the April 1 application receipt deadline. These artists/ensembles will be evaluated by the advisory panel in alternating years. Each applicant is required to submit an application annually for continued listing in the *Tour Directory*. For more information or to check on application requirements, please contact the Commission staff.

Applicants are encouraged to contact the Commission office in January to obtain a list of the *Tour Directory* Advisory Panelists. Lists of panelists are also available online (www.arts.virginia.gov). These individuals should be added to mailing lists and informed of events or performances that will take place before the panel meets. Include the names and address of the members of the Commission. Although the panel will be reviewing the audio/video tape submitted with your application, a better understanding of artistic quality can be observed through a live performance.

The budget should reflect a realistic estimate of touring expenses and income. The budget demonstrates management ability and the ability to carry out the proposed tour. The number of proposed presenters and fees (income) should balance with the total estimated expenses. The budget should not show a deficit.

Be consistent throughout the application when listing presenter fees. If the fee for Service A is listed as \$1,000 on the first page, it should be \$1,000 in the narrative description of the application. Artists may indicate a range of fees for workshops or concerts, if preferred, but the range of fees must be consistent throughout the application.

The *Tour Directory* Advisory Panel must be presented with a clear indication of the artist's commitment to touring in Virginia. Is touring in Virginia an important part of a mission or will it be perceived as an afterthought?

Regardless of whether or not an application was successful in the past a new sample of work - if required by the Commission - should be submitted each year. Panelists serve on a rotating basis and some may be familiar with the sample presented in previous years. Keep in the mind that the quality of the recording and the work presented illustrate what the artist is proposing to tour. Please keep in mind that inclusion in the *Tour Directory* is not automatic from year-to-year.

The Advisory Panel will review a funding history that details use of touring allocations for artists listed previously in the *Tour Directory*. Because of the timing of the panel meeting and the dates during which presenters may request support, the previous year's record will be reviewed as evidence of a complete season. Panelists may, however, inquire about bookings planned for the most recent year. Funding is limited and artists are selected through a competitive review process, so it is important to keep in mind that artists must be able to document the use of each year's allocation.

The purpose of the Touring Assistance Program is to increase opportunities for Virginians to attend high quality performing arts events, therefore the Advisory Panel will review a list of presenters that received support from the Commission. Artists should consider whether allocations have been used to build new audiences or subsidize engagements in the same locale from year-to-year.

Application/Review Procedure for Touring Artists and Ensembles

1. Artists/ensembles not listed in the current *Tour Directory* should notify Commission staff in writing by January 15th of an "intent to apply." This intent to apply notification should include a schedule, including dates, times, and locations, for performances taking place between the end of January and the first of May. The Commission staff will attempt to schedule a site evaluator visit to a performance but will not guarantee such evaluations. These artists/ensembles should submit a complete application to the Commission by April 1, 2005. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail). Applications and all supporting materials must be received by 5:00 p.m., April 1, 2005.
 2. Artists/ensembles listed in the current *Tour Directory* will be notified by the Commission by the first of February what applications materials will be required by the April 1 application deadline. These artists/ensembles will be evaluated by the advisory panel in alternating years. Each applicant is required to submit an application annually for continued listing in the *Tour Directory*.
 3. The Touring Program advisory panel will consider the proposals and make recommendations to the Commission. The Commission will approve artists/ensembles for touring support and reserve a block of funds for each. Decisions will be announced in June, 2005.
 4. The window of opportunity for presenters to apply for funding for the touring artist or ensemble is from March 15, 2006, to December 1, 2006 (events must take place between July 1, 2006, and June 30, 2007).
 5. In the fall of 2005, the Commission will distribute the 2006-2007 *Tour Directory* with information about artists and ensembles eligible for touring support and descriptions of their touring programs.
 6. The Commission will begin accepting touring assistance applications from presenters on March 15, 2006. Applications submitted before that date will be returned.
 7. Presenters send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts. Applications must be received by the Commission at least four weeks prior to the event and no later than December 1.
 8. The Virginia Commission for the Arts awards touring support grants to presenters of a particular artist/ensemble on a first-come, first-served basis from that artist's/ensemble's allocation. Grant award letters are generally mailed two weeks after receipt of each presenter's application by the Commission.
 9. If an artist/ensemble listed in the 2006-2007 *Tour Directory* has booked a tour and used all of its original allocation prior to December 1, 2006, it may book additional performances and encourage the presenters to apply to the Commission's "wait list" on a first-come first-served basis for funds which have gone unused by other artists/ensembles. It is the responsibility of the artist/ensemble to explain that there is no guarantee of funding in this situation.
 10. After December 1, 2006, the Commission will pool any uncommitted touring funds and award them to presenters on the "wait list" or other presenters which apply to support activities of eligible artists/ensembles.
- NOTE:** Artists/Ensembles which are awarded an allotment of \$25,000 or greater may **not** receive any additional support under the procedure in #9 and #10.
11. No applications for funding will be accepted after December 1.

NOTE: Performers must notify the Commission of any significant changes in the programs to be toured, the performers, and the fees.